



## Metropolitan Nashville Planning Department

Metro Office Building  
800 Second Avenue South  
P.O. Box 196300  
Nashville, TN 37219

Voice: 615.862.7190  
Fax: 615.862.7130  
E-mail: [planningstaff@nashville.gov](mailto:planningstaff@nashville.gov)

# Institutional Overlay Application

IO Project No. \_\_\_\_\_ Date Submitted: \_\_\_\_\_

IO Name: \_\_\_\_\_

Type of IO Request ? ☐ Preliminary IO ☐ Preliminary & Final IO ☐ Final IO ☐ Amend IO  
☐ Cancel IO ☐ Modification (minor)

Description of the IO:

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Associated cases: ☐ Zone Change ☐ General Plan Amendment ☐ Subdivision ☐ Mandatory Referral

Map	Parcel(s) If portion, use "part of parcel...."	Current Zoning	# of Acres

## Application Fees

New / Amend / Cancel	\$2,800
Final Site Plan	\$2,200
Modification (minor)*	\$1,400

\* Metro Zoning Code, Section 17.40.140.E (Changes to an Institutional Overlay District)

**Applicant:** All communication by phone, fax, e-mail, or mail will be with the applicant. [If you are not the property owner](#), and the owner(s) have not signed below, you will need to submit a letter, from the

property owners(s) indicating you are acting as their agent. The letter needs to include map/parcel, existing zoning, & requested zoning.

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☐ Architect   ☐ Engineer   ☐ Optionee   ☐ Property Owner   ☐ Purchaser of property  
☐ Leasee   ☐ Other

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**Property Owner's**

Name: \_\_\_\_\_  
Company  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ business ☐ home ☐ cell

Phone: \_\_\_\_\_ ☐ business ☐ home ☐ cell

Fax: \_\_\_\_\_ ☐ business ☐ home

E-mail: \_\_\_\_\_

**Property Owner's**

Name: \_\_\_\_\_  
Company  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ business ☐ home ☐ cell

Phone: \_\_\_\_\_ ☐ business ☐ home ☐ cell

Fax: \_\_\_\_\_ ☐ business ☐ home

E-mail: \_\_\_\_\_

**Property Owner's**

Signature: \_\_\_\_\_

**Property Owner's**

Signature(s): \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_  
Company  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ business ☐ home ☐ cell

Phone: \_\_\_\_\_ ☐ business ☐ home ☐ cell

Fax: \_\_\_\_\_ ☐ business ☐ home

E-mail: \_\_\_\_\_

I have reviewed this application and its associated Institutional Overlay SUBMITTAL CHECKLIST fully, and believe, I have complied with all the requested submittal items. I acknowledge that plans or documents missing any of the requested information may be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval.

**Applicant**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# “MUST HAVES” and “MUST Dos”

## Institutional: Preliminary Plan

✓, if completed

- \_\_\_\_\_ ① **APPLICATION:** A completed application along with items #2 – #8 below.
  
- \_\_\_\_\_ ② **PUBLIC SEWER AND WATER:** Copy of current letter indicating water and sewer availability from Metro Water Services, Harpeth Valley Utility District, or Madison Suburban Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. *Contact Metro Water Services at 862-4598; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*
  
- \_\_\_\_\_ ③ **GENERAL PLAN CONSISTENCY:** A written document describing the existing conditions on the property and how the proposed use(s) will be consistent with the principles and objectives of the General Plan, including any detailed neighborhood design plan, historic district, redevelopment district, or urban design overlay district that may exist.
  
- \_\_\_\_\_ ④ **LAND USE TABLE:** Table listing all land uses proposed to be allowed in the Institutional Overlay district.
  
- \_\_\_\_\_ ⑤ **DEVELOPMENT STANDARDS:** Written text with illustrations, tables, and exhibits detailing the site development standards related to building/structure types that are proposed in the IO District such as, but not limited to, height, floor area ratio, impervious surface ratio, building coverage, setbacks, permitted setback encroachments, landscaping, and parking. Standards need not be uniform for entire site. Standards may vary by building and use; however, provide map keyed to site plan showing where such standards are proposed.
  
- \_\_\_\_\_ ⑥ **PRELIMINARY PLAN:** Detailed development (site) plan complying with attached submittal checklist. If landscaping is proposed, provide detail either on site plan (if very minor improvements) or on separate landscape plan. Submit 10 copies of the Institutional Overlay Plan.
  
- \_\_\_\_\_ ⑦ **DEVELOPMENT & PHASING SCHEDULE:** Development and construction schedule for entire site, including any phases or sections.
  
- \_\_\_\_\_ ⑧ **SUBMITTAL CHECKLIST:** The IO Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your Institutional Overlay District. The design professional should use this checklist when preparing project packages for submission. Plans or documents missing any required information will be deemed incomplete and not accepted for project review.



**View “Institutional Overlay Submittal Checklist” on-line at:**  
**<http://nashville.gov/mpc/appsfees/index.asp>**

## Institutional Overlay: Final Site Plan

✓, if completed

- \_\_\_\_\_ ① **PUBLIC WATER & SEWER:** Copy of current letter indicating water/sewer availability from Metro Water Services, Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. **When water/sewer capacity must be purchased from Metro Water Services, the amount identified in the Metro Water Services capacity letter must be paid *before* submission of the Development Plan.** Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. *Contact Metro Water Services at 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*  
  
Metro Water Services  
Water & Sewer Availability Request: \$50 fee; form available on-line at [www.nashville.gov/water/docs/Availability\\_RequestForm.pdf](http://www.nashville.gov/water/docs/Availability_RequestForm.pdf).
  - Any water/sewer capacity fees must be paid, as outlined in the water/sewer capacity fee letter from Metro Water Services. Letters are valid for 90 days and may be updated up to three times (90 additional days per update) at no additional cost.
  - A minimum of 30% of the total capacity fees must be paid within 90 days of the date of the water/sewer capacity fee letter to reserve water/sewer capacity for 1 year.
  - If 100% of the water/sewer capacity fees are paid, Metro Water Services reserves water/sewer capacity in perpetuity.
  - Water/sewer availability letters are issued after all, or a portion of, water/sewer capacity fees are paid and water/sewer capacity is reserved.
- \_\_\_\_\_ ② **STORMWATER DRAINAGE & GRADING PLAN:** Submit grading and drainage plans directly to Metro Stormwater for sufficiency review and obtain sufficiency approval, **prior to submitting your final Institutional Overlay application.** Provide copy of Stormwater's sufficiency approval with final IO application. *Contact Metro Stormwater: 862-4588.*
- \_\_\_\_\_ ③ **ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS:** Where required, roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans to Public Works. Submit these plans directly to Public Works *before* final Institutional Overlay application is submitted. *Contact Metro Public Works: 862-8760*
- \_\_\_\_\_ ④ **FINAL SITE PLAN:** Submit 10 copies of the Institutional Overlay final site plan.
- \_\_\_\_\_ ⑤ **DIGITAL DATA FILE:** (non-write protected) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of final IO application submittal, with each plan revision submittal during staff review, and after final IO approval by the MPC.
- \_\_\_\_\_ ⑥ **SUBMITTAL CHECKLIST:** The Institutional Overlay Submittal Checklist lists everything that should be included for all plans and documents needed to review your Institutional Overlay application. The design professional should use this checklist when preparing project packages for submission. Plans or documents missing any information may be deemed incomplete and not accepted for project review.

## Institutional Overlay: Building Permit

✓, if completed

- \_\_\_\_\_ ① **CONDITIONS OF APPROVAL:** All conditions of the preliminary IO, and where a final IO and/or final plat were required, all conditions pertaining to the final IO, must be satisfied prior to the issuance of a building permit.
- \_\_\_\_\_ ② **PLANS:** Submit four (4) copies of the site plan, landscape plan, and any other documentation required by the final IO for a building permit. Do not submit plumbing, mechanical, or electrical plans. Staff will review plans within one week from time of submittal. Staff will stamp/sign all copies, retaining one copy for our files, returning two copies to you – one of which you give to the Codes Department to issue your building permit and the other is for your records.